



**Montana
Office of Public Instruction**
Denise Juneau, State Superintendent

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TO: System Test Coordinators/School Principals/Authorized Representatives
FROM: Judy Snow, State Assessment Director
DATE: January 2014
RE: Non-Participation of Students on the Spring 2014 CRT-Science or CRT-Alternate or Smarter Field Test

Both the waiver granted to Montana to replace the CRT with the Smarter Field Test in ELA and Math and the Individuals with Disabilities Education Act (IDEA) require that all students participate in statewide assessments. This includes all students who receive special education services no matter what their disability or level of service. All students, including students with IEPs, enrolled at the time of statewide testing must be accounted for when the assessment results are reported to the Department of Education (ED).

The ED recognizes that there may be circumstances beyond the control of the school which can prevent a student from participating in the assessment. The Office of Public Instruction (OPI) is required to report to the ED the reason for each student, including students with IEPs, who do not participate in the state-level assessment. These reasons do not represent options for not having a student participate; rather, they are a method to report why, despite the school's best efforts, a student was not able to participate.

A worksheet is available online for you to use for your record-keeping. All students, including students with IEPs, enrolled March 11, 2014 (the Test Window Count Date) who did not/will not participate in any one or more of the subjects tested on the 2014 CRT-Science or CRT-Alternate or Smarter Field Test should be listed on this worksheet which includes spaces for the student name, state student ID, the grade, subject(s) and the reason(s) the student did not participate.

- This worksheet is for your ongoing record-keeping during test administration. It is to be used only for non participating students enrolled during your testing window
- Please keep the worksheets for your records and use; they should not be sent to Measured Progress.
- The form has been created to be filled out and maintained electronically or it may be printed.

Once the testing window is complete, please enter the information in the non-participation program in the MontCAS online reporting application. Test coordinators have already received account information to log into the MontCAS online reporting application. Windows:

March 3- April 15, 2014: For reporting non participation of CRT and CRT Alternate students

March 18 - May 30, 2014: For reporting non participation of Smarter Field Test Participants

Information Specific for the Smarter Field Test

Grade 11 students who took the Alternate in 2013 as grade 10 students and still qualify for the alternate need to be entered as non participants. In 2015, Montana students in grades 3-8 and 11 requiring the alternate will take one developed by the National Center and State Collaborative (NCSC), an alternate assessment development consortium of which Montana is a member.

If you have questions about the online reporting application please contact:

Ashley Makowski, Administrative Assistant amakowski@mt.gov or 406-444-3511

If you have questions about special education students, please contact:

Frank Podobnik, Special Education Division fpodobnik@mt.gov or 406-444-4428

Other questions: Judy Snow, State Assessment Director jsnow@mt.gov or 406-444-3656